

It is recommended that this office be furnished with an inventory of all reproduction equipment owned by your entire office. The following information is requested:

If microfilm equipment:

CAMERAS

Maker of Camera  
Model of Camera  
Reduction Enlarging Ratios  
Film Size  
Perforated or Nonperforated  
Film Length  
Film Loading (Daylight or Darkroom)  
\*Description of Equipment  
Owned or Rented

Readers

Maker  
Model  
Film Size or Sizes  
Reduction Enlarging Ratios  
Perforated or Unperforated  
Film Length  
\*\*Description of Equipment

SPLICERS

Any other duplicating equipment such as ozalid etc. will also be inventoried. The attached forms are inclosed for your convenience. The approximate time of use each month, if it can be estimated is requested in order that it may be loaned to other offices who may be in urgent need of accomplishing a project. The description should include such information as lights, switches, cases, readers, serial numbers, any recorders particularly recommended for use with particular models, if Flo-film, Reardelivery, Flat Bed, Motor-driven hoists, Manual lifts, If converted ~~from V-Mail use~~ what converted from Eg. from V-Mail use), Bellows operated shutters, and film advance, ~~and models, electric operation with slo-flo attachment~~

\*\* The description should show if desk or table models, electric operation with slo-flo attachment etc.